



OPEN EXAMINATION  
**NURSE CONSULTANT III (SPECIALIST)**  
CONTINUOUS TESTING

TJ20 / 8181      2HABB

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://jobs.ca.gov/Profile/StateApplication>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	Selection & Certification Unit	
In Person:	1501 Capitol Avenue, 71.1501	
By Mail:MS	1300	
	P.O. Box 997411	
	Sacramento, CA 95899-7411	

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES**

**SPECIAL TESTING INFORMATION:** If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$5953 - \$7644 per month.

**POSITION DESCRIPTION:** Positions at this level function as nonsupervisory technical specialists in difficult and/or sensitive program and policy development or in a coordinating role where the level of expertise required is definitively greater than that for any other supervisory position at this level. Incumbents serve as highly skilled technical program consultants, or as recognized authorities in areas of extreme sensitivity or complexity, or in areas of high specialization. Typically, incumbents have statewide responsibility for the nursing and related components of a major statewide program with coordinating or lead responsibility for nursing and other professional/technical staff. Under general direction, incumbents provide the most complex, difficult, and sensitive consultation; develop, plan, organize, coordinate, implement, and evaluate the nursing and related components of a major statewide program; evaluate and ensure statewide program consistency; provide professional guidance to nursing and other health professional staff; and do other related work.

Positions exist with the Department of Health Care Services in Alameda, Contra Costa, Los Angeles, Sacramento, and San Francisco.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).  
**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATION:**

1. Possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) **And**
2. Baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a Health-related field prior to 1990, the California state Public Health Nurse Certificate may be substituted for the baccalaureate in

nursing (BSN), thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates). **And**

3. Possession of a master's degree in a health-related field such as nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Counsel for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, and Division 10. **And**

**Either I**

Two years of experience performing duties of a Nurse Consultant II in the California state services.

**Or II**

Broad and extensive (at least five years) professional registered nursing experience, at least four years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One year of health-related postmaster's graduate work may be substituted for one year of general nursing experience.)

**DESIRABLE QUALIFICATIONS:** Professional-nursing experience in a local health department or other community health agency.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The entire examination will consist of an evaluation of training and experience weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Training and Experience questionnaire. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Knowledge of US Code of Federal Regulations Title 42, Social Security Act 1915c, and California state law.
2. Knowledge of the skilled nursing needs of the aged, chronically ill and disabled communities.
3. Knowledge of the principles, techniques, methods and procedures of current nursing practice in the areas of case management, quality assurance and utilization review.
4. Knowledge of the DHCS programs, including scope of benefits, eligibility, provider enrollment, and reimbursement for services, both fee-for-service and managed care models.
5. Knowledge of the legislative process.
6. Knowledge of the administration and organization and trends in health care delivery systems.
7. Knowledge of statistics/epidemiology to be able to interpret, calculate, and monitor data and relate them to issues and/or problems.
8. Knowledge of State and Federal legislation related to health services.
9. Knowledge of roles, responsibilities, and interrelationships of the various health disciplines and health agencies.
10. Knowledge of research methodology and processes, including use of the internet, and relationship to current medical and nursing practice.
11. Knowledge of quality assurance (QA) methodology and principles.
12. Knowledge of principles of problem solving, including correct identification of the problem, development of alternative solutions, gathering input from others, and methods of testing and evaluation.
13. Knowledge of principles of current health care, including advances in medical and nursing care and research, as well as the current state of health care in the State and nation.
14. Knowledge of principles and methods of program assessment, planning, development, implementation and evaluation.
15. Knowledge of principles and methods of consultation.
17. Knowledge of internal State operating systems and processes, including organization and operation of State government.
18. Knowledge of health care providers in today's health care arena (scopes of practice, interactions between disciplines, quality of care, allied vs. professional health care providers).
20. Knowledge of functions of social and health agencies.

21. Knowledge of epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases.
22. Knowledge of drugs and their side effects.
23. Knowledge of current trends in the fields of nursing education and health care services.
24. Knowledge of cultural and sociological patterns as they affect health programs.
25. Knowledge of contract management.
26. Knowledge of the federal rules, regulations, etc. to be able to interpret and recommend whether a process is being correctly followed or another alternative is necessary.
27. Knowledge of medical needs of children with special health care needs, acute and chronic.
28. Knowledge of medical needs across the health care spectrum from birth to death.
29. Knowledge of the grant writing process.

**Ability to:**

1. Ability to apply critical thinking skills in diverse situations.
2. Ability to work independently and autonomously without supervision and/or with little direction.
3. Ability to use the various reporting tools and reports that evaluate Medi-Cal or other program encounter data and to be able to utilize the most efficient for response to specific problems.
4. Ability to use a computer and various software programs, such as Microsoft Office.
5. Ability to speak in public to diverse audiences.
6. Ability to speak calmly and respectfully to individuals who are upset or hostile.
7. Ability to review documents and assess for accuracy and clarity of content.
8. Ability to respond appropriately to different levels of management.
9. Ability to research information and/or data.
10. Ability to represent the Department at high-level and fast-paced meetings.
11. Ability to recognize the difference between negligence and poor-quality care.
12. Ability to provide information to staff and managers on the activities and goals of the unit.
13. Ability to provide clear and concise information to Branch and Division chief on complex and/or media-sensitive issues.
14. Ability to prioritize activities on a day-to-day, month-to-month, and annual basis.
15. Ability to prepare documents in a formal, department-acceptable format for either reporting or information uses.
16. Ability to manage individual and group situations when work-related or non-work-related issues arise that threatens the accomplishment of the stated goal(s).
17. Ability to maintain diplomacy in order to preserve relationships.
18. Ability to interpret research material as to the validity of the information.
19. Ability to interpret complex clinical nursing information and convey this information in lay person's terminology to those individuals who do not have a medical background.
20. Ability to facilitate meetings.
21. Ability to establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies.
22. Ability to establish and maintain cooperative relations with local program administrative staff.
23. Ability to establish and maintain collaboratives with statewide programs, stakeholders, and providers.
24. Ability to elicit the perspective of a broad array of stakeholders -- children, families, advocates, providers, program administrators, program staff.
25. Ability to efficiently learn new material and skills, including that associated with new technology and new processes.
26. Ability to effectively provide consultation and technical assistance.
27. Ability to effectively and efficiently articulate one's position, knowledge, abilities, and clinical judgment.
28. Ability to effectively and efficiently apply the principles and methods listed above and to manage one's time in order to accomplish all work assigned.
29. Ability to direct, facilitate, and participate in group activities at all levels of the organization.
30. Ability to determine and utilize the appropriate QA methodology and tools.
31. Ability to deal sensitively but within the scope of the regulations with Medi-Cal beneficiaries.
32. Ability to comprehend and analyze complex reports.
33. Ability to complete assignments in a timely and efficient manner.
34. Ability to communicate with varying levels of staff.
35. Ability to communicate effectively both written and verbally.
36. Ability to be proactive and flexible when dealing with others.
37. Ability to be flexible in approach to the solution of problems.
38. Ability to assist administrators to plan with others in meeting community health needs.
39. Ability to appropriately and effectively manage and complete an assigned project that may require significant multi-tasking and may span a time period of years.
40. Ability to apply principles of administration of nursing and health care services in various administrative patterns.
41. Ability to analyze situations accurately and take effective action.
42. Ability to analyze a bill to determine its impact on the department.

43. Ability to recognize and document, when program standards are not met, including the specific standard and what needs to be corrected to meet the standard.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379